

1 APRIL 2002



Maintenance

**INTERCONTINENTAL BALLISTIC MISSILE
POTENTIAL HAZARD SYSTEM**

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Supersedes 20 AFI 21-1, 27 September 1999

Pages: 8
Distribution: F

This instruction implements Air Force Instruction 21-114, *Managing Intercontinental Ballistic Missile Maintenance*. This instruction in conjunction with AFI 21-114, establishes responsibilities and procedures for directing emergency actions during an Intercontinental Ballistic Missile (ICBM) potential hazard. It applies to all 20 AF and SWC ICBM activities. When 20 AF participates with other commands or agencies in modifying an ICBM weapon system or in processing and launching ICBMs, inter-command agreements must delineate the responsibility for directing emergency actions. ICBM units will supplement this instruction by identifying the composition of the local missile potential hazard team and specifying procedures for running local and elevated missile potential hazards. A copy of unit supplements will be forwarded to 20 AF Missile Maintenance (LGM). This instruction does not apply to Air National Guard or United States Air Force Reserve units and members. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322 Volume 4). Comply with AFI 33-332, *Air Force Privacy Act Program*, for documents containing privacy act information, and for 'For Official Use Only' information, comply with DoDR 5400.7/Air Force Supplement, *DOD Freedom of Information Act Program*, Chapter 4. Glossary of References and Supporting Information may be found in [Attachment 1](#).

SUMMARY OF REVISIONS

This instruction deletes Kelly Air Force Base, San Antonio ALC, adds Hill Air Force Base R/S RV Division (paragraphs [2.4.4.](#), [4.4.](#) and [5.3.1.](#)); changes after-duty hour reporting (paragraph [2.4.](#)); and adds [Table 1.](#), Unit Conducted Tests. A "[r]" indicates revised material since the last edition. It includes numerous format changes and should be completely reviewed.

1. General.

- 1.1. This instruction does not alter the operational reporting requirements for missile emergencies, mishaps, or potential mishaps as outlined in applicable Air Force instructions.

1.2. References throughout this instruction to unit command post (CP) apply equally to the Minot and Vandenberg installation command post.

1.3. Do not use procedures in this instruction to resolve work stoppages, technical order deficiencies, or similar problems, which do not involve a hazard or potential hazard.

1.4. Procedures in this instruction do not negate the requirement for submitting technical data changes or materiel deficiency reports in accordance with TO 00-5-1, TO 00-35D-54, and applicable HQ AFSPC instructions.

1.5. The only actions authorized to be accomplished before receiving definitive guidance and direction from 20 AF are those to stabilize the situation or to rescue personnel. Actions to stabilize the situation do not include continuation of normal or recovery maintenance activities at the facility or location where the incident has occurred.

1.6. Units will not take any action to accomplish procedures being discussed on the MPH before receiving approval from the overall MPH team chief. This does not preclude the unit from assembling the necessary personnel and equipment and preparing for dispatch to the site of the incident.

1.7. Base operators will ensure an actual MPH is their highest priority. Only actual emergencies will take precedence over MPH tests.

2. Sequence of Actions to Implement the MPH. Units will activate the MPH whenever they exhaust technical data or believe a situation is beyond their ability to recover to a safe configuration.

2.1. The individual discovering a condition which could possibly be an MPH, must report the situation to the Space Wing (SW)/576th Flight Test Squadron (FLTS), Missile Maintenance Operations Center (MMOC). The MMOC will brief the Logistics Group (LG)/Logistics Support Squadron (LSS)/576 FLTS Commander who in turn will brief the Space Wing (SW) Commander. If unable to expeditiously contact the MMOC, personnel may relay the report via a readily accessible control center (For example: Wing Security Control, Missile Security Control or Missile Launch Control Center).

2.2. The SW commander directs the establishment of the unit MPH by calling the unit CP directly or routing the request through the MMOC. As soon as the unit declares an MPH situation, the unit CP controller will activate the recorder and record the proceedings of the MPHT. Tapes made during the MPH will be retained by the unit for 30 days or, if necessary, impounded for mishap investigation purposes.

2.3. The unit MPHT will assess the situation and, at direction of the SW Commander, elevate the situation to 20 AF. Until 20 AF assumes control of the MPH, the unit will control the net.

2.3.1. When directed to elevate the MPH, the unit CP will direct the installation's base operator to establish contact with the Francis E. Warren Air Force Base operator (Schreiver Air Force Base after hours) via commercial line, (307) 773-1110.

2.4. The Francis E. Warren Air Force Base operator will contact the 20 AF Duty Action Officer (DAO) via the 90 SW CP. The operator will activate the MPH under the direction of the DAO. The DAO will assume team chief duties and tell the operator which 20 AF, ALC, and HQ AFSPC participants should be added to the net. The DAO will include the following as a minimum:

2.4.1. Missile unit reporting the MPH.

2.4.2. Twentieth Air Force team chief.

2.4.3. Hill Air Force Base CP and Stations F and G.

2.4.4. Hill Air Force Base R/S RV Division. (Reentry system (RS) only).

2.5. Once the Francis E. Warren Air Force Base operator (Schreiver Air Force Base after hours) adds the requested participants to the net and the 20 AF MPHT has formed, the DAO will conduct a communications poll to ensure all requested parties are present and readable. The DAO will then provide instructions on net discipline.

2.5.1. The DAO will pass control of the net to the 20 AF team chief. When connected to the net, the 20 AF/LG (MPHN team chief) will assume net control from the unit.

2.6. HQ AFSPC is only brought on the net at the direction of the 20 AF MPHN team chief. When HQ AFSPC is brought on the net, it is normally done in a support capacity, and control of the net remains with the 20 AF MPHN team chief.

2.6.1. HQ AFSPC's link to the MPHN is through the Air Force Space Command, Command Center (AFSPCCC), Peterson Air Force Base Colorado.

2.6.1.1. During duty hours, the AFSPCCC will attempt to contact HQ AFSPC/LGM. In the event a knowledgeable missilier is not available, AFSPCCC will call the DAO cell phone. The senior LGM officer present for duty will assume HQ AFSPC team chief duties, and will tell the AFSPCCC controller which HQ AFSPC participants, if any, should be added to the net. Reference paragraph 4.1.3. for the list of offices to be considered for inclusion on the net.

2.6.1.2. During non-duty hours, the AFSPCCC will contact the HQ AFSPC/LGM DAO. The DAO functions as the HQ AFSPC team chief and will tell the AFSPCCC Controller which HQ AFSPC participants, if any, should be added to the net. Reference paragraph 4.1.3. for the list of offices to be considered for inclusion on the net.

2.6.1.3. The AFSPCCC will remain on the net until released by the HQ AFSPC team chief.

2.6.2. In those situations of severe emergency or national media attention the 20 AF and HQ AFSPC team chiefs will request that the HQ AFSPC Crisis Action Team (CAT) convene in the AFSPCCC. When formed, the HQ AFSPC CAT may assume control of the net.

3. Net Discipline. The emergency nature of MPH situations dictates precise net control and communications discipline. The MPH team chief in charge of the net will:

3.1. Ensure only essential people are brought onto and remain on the net.

3.2. Direct all conferees to identify themselves each time they speak on the net and to be concise and direct.

3.3. Brief all conferees that the net is not secure, that classified or sensitive information will not be discussed, and that the conversations are being recorded.

3.4. Direct all conferees not to conference with additional parties using their telephone instrument. To maintain net quality, the Francis E. Warren Air Force Base operator and AFSPCCC will conference all additional parties.

4. Composition and Responsibilities of Missile Potential Hazard Team. Team chiefs will maintain lists of experts within their organization whom they can contact as technical advisors. It is not necessary

to have every member of the team on the net using a separate phone. Minimum team compositions are as follows:

4.1. HQ AFSPC:

4.1.1. Chief, Maintenance Division (LGM): team chief.

4.1.2. Maintenance Division, Senior Branch Chief: alternate team chief.

4.1.3. Others, as required by the team chief, for example, Chief, Maintenance Management Branch (LGMM); Chief, ICBM Operations Branch (DOMO); Chief, Professional Services (SGP); Director of Safety (SE); Chief, AFSPC Civil Engineering Flight (CEF); and Public Affairs Duty Officer.

4.2. Twentieth Air Force:

4.2.1. The 20 AF/LG or LGD serves as MPH N team chief.

4.2.2. The 20 AF team chief will determine appropriate team members.

4.3. Ogden ALC. Team chief and team members are determined locally, including supporting members from other depots and applicable contractors, for example, Boeing and Lockheed-Martin.

4.4. Ogden ALC RS/RV Division. Participates when RS/RVs are involved. Team composition is determined locally.

4.5. Units:

4.5.1. SW Commander: team chief. Authorizes and directs implementation of specific actions, based on competent technical advice.

4.5.2. SW Vice Commander: alternate team chief.

4.5.3. LG/LSS/576 FLTS/595 TEG Commander.

4.5.4. SW/576 FLTS MMOC.

4.5.5. Unit CP.

4.5.6. Safety.

4.5.7. Others, as required by team chief, such as, Technical Engineering, Quality Assurance, Standardization/Evaluation, Training, Munitions, Missile Engineering, Bioenvironmental Engineering, and Public Affairs).

5. Testing The Missile Potential Hazard System.

5.1. Everyone involved in a test of the MPH N must be sure that all communications clearly reflect that it is only a TEST. Twentieth Air Force-initiated tests may be notice or no-notice.

5.2. Unit Conducted Tests (see [Table 1](#), Unit Conduct Tests).

5.2.1. The vice commander of each wing is the unit OPR for MPH testing. Each wing will appoint primary and alternate project officers/NCOs for MPH testing. At Vandenberg Air Force Base, the 30 SW Vice Commander will be the OPR for base level testing with project officers/NCOs appointed from the 576 FLTS. Forward the name, rank, office symbol, and DSN for primary and

alternate project officers to 20 AF/LGMM. All unit requests for testing will be processed through the unit project officer/NCO.

5.2.2. Units will test their local MPHNN monthly. Units may conduct MPHNN tests in conjunction with base exercises. Local tests (not elevated) do not need higher headquarters approval. If units elevate tests to 20 AF, they will obtain prior approval from 20 AF. To obtain approval, the unit will contact 20 AF/LGM at least 24 hours prior to the test. Provide the following information: unit, point of contact, DSN, and a requested 4-hour window for the test. The 20 AF/LGM will coordinate the requested test time with the Francis E. Warren Air Force Base operator and notify the unit point of contact of approval/disapproval. Units will not present exercise scenarios for resolution by higher headquarters.

5.3. Twentieth Air Force Initiated Tests (see [Table 1](#), Unit Conducted Tests):

5.3.1. Twentieth Air Force will conduct a weekly MPHNN test, ensuring each unit is periodically tested. Twentieth Air Force tests may count as unit monthly tests. Twentieth Air Force will include Hill Air Force Base CP, Stations F and G, and the AFSPCCC. Twentieth Air Force may periodically include a unit team chief on a penetrated launch facility, 20 AF/LG, Ogden ALC RS/RV Division, or other participants as desired. The 20 AF/DAO will initiate and conduct MPHNN tests.

5.3.1.1. The 20 AF/DAO, as acting team chief, will verify the MPHNN test will not interfere with ongoing emergency responses or significant events.

5.3.1.2. The 20 AF/DAO will notify the unit's MMOC to initiate a test of the MPHNN. The MMOC will inform the unit CP that 20 AF has initiated a test of the MPHNN. The unit must ensure local agencies/parties involved in the test are connected to the installation's base operator via normal telephone lines. Once this is done, the installation's base operator connects the local net to the Francis E. Warren Air Force Base operator via commercial line, (307) 773-1110. The Francis E. Warren Air Force Base operator connects outside agencies requested by the 20 AF/DAO, and finally connects the 20 AF/DAO who will conduct the MPHNN test.

5.3.1.3. Units will assign an individual to the phone normally used by the MPH team chief during an actual event. As a minimum, this individual will be tested for communication readability on the 20 AF MPHNN. There is no requirement for the unit to activate the local MPHNN; however, if desired, the unit may activate and include the local MPHNN on the 20 AF net for position readability checks.

Table 1. Unit Conducted Tests.

	UNIT	20 AF	HAFB	AFSPC
Local Unit Exercise	- Simulate outside agency - Includes local MPHN - Perform one per month (Ref Attachment 1, MPHN, and para 5.2.)	If elevated, obtain 20 AF/LG approval 24 hours prior (Ref para 5.2.2.)	20 AF directed (Ref para 5.2.2.)	20 AF directed (Ref para 5.2.2.)
MPHN Test	20 AF Initiated (Ref para 5.3.1.3.)	20 AF initiates one unit weekly (Ref para 5.3.)	X (Ref para 5.3.)	X (Ref para 5.3.)
Actual MPH	Unit initiated	X	X	X

6. Program Administration.

6.1. General. Each agency supporting the 20 AF MPHT is responsible for notifying 20 AF/LGMM in writing of any changes in its primary and alternate team members and their duty and home phone numbers. The 20 AF/LGM will maintain all phone rosters in the MPH DAO books.

6.2. HQ AFSPC/LGMM will:

- 6.2.1. Provide the AFSPCCC a current list of AFSPC DAOs containing pagers and home phone numbers.
- 6.2.2. Notify the AFSPCCC of any changes to the DAO list.
- 6.2.3. Maintain a DAO cell phone.
- 6.2.4. Ensure HQ AFSPC/SE is subsequently notified of the incident if not included on the net.

6.3. The HQ AFSPC/DAO will:

- 6.3.1. Have the DAO book and cell phone available when not at home during non-duty hours.
- 6.3.2. Notify HQ AFSPC/LGMM of any discrepancies noted in the DAO book and problems/malfunctions with the cell phone.

6.4. The 20 AF/LGM will:

- 6.4.1. Ensure the 90 SW CP has 20 AF DAO points of contact.
- 6.4.2. Maintain two copies of the DAO book, which will contain this instruction, MPH actual test, and exercise checklists, HQ AFSPC, 20 AF, OO-ALC, and unit phone rosters.
- 6.4.3. Assign DAO responsibilities to knowledgeable personnel and maintain 24-hour coverage.
- 6.4.4. Conduct a weekly test of the MPHN, alternating units tested (to include after normal duty hour testing).

6.5. SW/576 FLTS will:

- 6.5.1. Develop procedures/checklists for actual MPH situations and local/20 AF initiated tests of the MPHN.
- 6.5.2. Conduct monthly tests of the local MPHN.

6.5.3. Forward copies of missile site route folders and topographical maps to HQ AFSPC/LGMM and 20 AF/LGM.

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Vice Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****Terms***

Missile Potential Hazard (MPH)—A situation that could lead to personal injury or serious damage to equipment or property the unit cannot correct because of limitations in technical data, personnel, or equipment.

Missile Potential Hazard Team (MPHT)—A team organized at designated echelons of command to supervise, monitor, direct, or take actions during an MPH.

Missile Potential Hazard Network (MPHN)—The communications systems used to direct emergency actions during a missile potential hazard. Commercial phone lines will normally serve as the main network from ICBM units to 20 AF and will be used to bring other members into the net.

Competent Technical Authority—Air Logistics Centers (ALC) are the competent authority for changing, revising, and supplementing technical orders. This authority is vested in the HQ AFSPC Missile Engineering Office for civil engineering manuals (CEMs). In accordance with AFI 21-114 and TO 00-5-1, 20 AF, Chief, Logistics Division (LG), has authority to waive specific technical order compliance until operational capability permits resumption of normal operations or safety of personnel is assured.

Competent Technical Advice—Highly qualified weapon system technicians provide this advice. These technicians include weapon system personnel from ALCs, associated contractors, base missile engineers, evaluator and instructor combat crew personnel, quality assurance personnel, technical engineering, and 20 AF personnel.

Team Chief—The senior decision-making authority (normally an officer in grade of Colonel or above) on the MPHT at each level of command. Each MPHT will have a team chief.